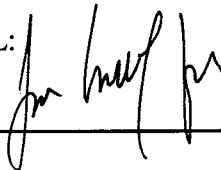


REPORT

DATE: November 6, 2003
TO: Regional Council/Administration Committee
FROM: Charlie Wagner, Acting Manager of Finance, x817, wagner@scag.ca.gov
SUBJECT: **Proposed Travel Reimbursement Policy for Appointed Committee Members**

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION: Adopt the proposed policy on travel reimbursement.

BACKGROUND:

Recently staff has received several requests from SCAG committee and task force members for their travel reimbursement on SCAG-related meetings. To address this issue, the following outlines a proposed policy for the related activities.

SCAG will reimburse travel expenses in accordance with the following policy.

Eligibility

- Members of SCAG committees and task forces, appointed by the President of the Regional Council who are not working for public agencies and not being otherwise reimbursed.

Reimbursement

- Costs associated with the following:
 - Mileage (round-trip);
 - Public transit (round-trip); and
 - Parking (validation).
- In accordance with Caltrans travel policies.

FISCAL IMPACT:

The estimated cost is between \$5,000 to \$8,000 per fiscal year, which is identified in fiscal year 03-04 Overall Work Program under travel Work Breakdown Structures. The cost will be charged to each project according to the specific committee/task force.

